



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

PLANNING ON INSTALLING A FENCE OR BUILDING A RETAINING WALL?

There is a permit application process in effect to help provide for responsible installation of these improvements. **To proceed with the process, see the application form on the back side of this handout (this and helpful handouts are available on the City's website under the links "Your Government," "Engineering").** If it is determined that the applicant will need a permit, the fee is \$30.00. A permit will be needed for any fence/retaining wall if any or all of the criteria below apply:

1. **Part or all of the proposed fence/retaining wall is going to be inside or near a drainage and utility easement on the property;**
2. **Part or all of the proposed fence/retaining wall is going to be inside or near an environmentally sensitive area, such as a wetland or storm water pond;**
3. **The proposed retaining wall is more than four feet high.**

GENERAL PROCESS:

Fill out the form on the back of this handout, provide a drawing on the Certificate of Survey or plat showing proposed location, pay the fee and submit to Andover City Hall by dropping it off, mail, fax or email. You can email applications to k.kytonen@andovermn.gov. The City Engineering Department will contact the applicant upon reviewing the application. If it's determined that the fence/retaining wall is proposed to be installed in area(s) not allowed, staff will work with the applicant to correct the location. Upon approval, the applicant will be notified and will pick up a copy of the signed and completed application. This will act as the "official permit." The City can also email the permit if payment has already been received.

FREQUENTLY ASKED QUESTIONS AND ANSWERS:

1. ***Q: What is the typical turnaround time for getting the permit after submitting the application?***
A: About a day or 2.
2. ***Q: Where can an applicant get a copy of the Certificate of Survey or plat?***
A: Most of these are available at Andover City Hall; staff can e-mail a copy or the applicant can pick up a hard copy by request.
3. ***Q: When will the applicant pay the permit fee?***
A: When submitting the application or when picking up the approved permit.
4. ***Q: Whom should the applicant call if there are questions about this permitting process?***
A: The City Engineering Department at 763-767-5137.
5. ***Q: What could happen if a property owner doesn't install a fence/retaining wall per the approved permit application?***
A: The improvement will be required to be removed at the property owner's expense.
6. ***Q: Will an applicant have to pay two application fees if the plan is to install a fence and retaining wall at the same time?***
A: No, just one application fee will be required.
7. ***Q: When can the applicant officially begin installing the fence/retaining wall after submitting the permit application?***
A: After the written authorization is given by Andover staff.
8. ***Q: Will a permit be required for a fence repair of an existing fence that was built before the permit application process was in effect?***
A: This will depend on the severity of the damage; if the whole fence will need to be rebuilt, for example, a permit may be required; however, if just minor maintenance is needed, a permit may not be necessary; in this situation, it is important to contact city staff.



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FENCE/RETAINING WALL PERMIT APPLICATION

Date: _____ Property Owner: _____
Phone: _____ E-mail: _____
Address: _____
Contractor: _____ Signature: _____

Draw the proposed fence/retaining wall location (with a dark highlighter) on your Certificate of Survey or plat. If you don't have a copy of this, the City can e-mail one to you. If a survey or plat isn't available, you can draw it in the box below. Pay the fee and wait to install the improvement until receiving the approved permit. You can email the application to k.kytonen@andovermn.gov as well. The accuracy will be the responsibility of the applicant. The City is not held liable for inaccuracies. *Helpful handouts can be found on the above website under the links: "Your Government," "Engineering."* For questions, contact Engineering Dept. at 763-767-5137.

CHECKLIST:

I've indicated height, type and location of fence/retaining wall on survey or plat _____ Yes _____ NA

If retaining wall is over 4 feet high, it's been Engineer designed _____ Yes _____ NA

Sketch (only required if copy of survey or plat isn't available)

Fences/retaining walls placed in locations other than approved by the permit are subject to removal at the homeowner's expense. No site inspection is required.

City staff comments:

Fee: \$30.00

Approved By: _____

Date: _____

TOTAL: \$30.00 (Double fee if failure to obtain a permit.)